TGAnet User Standard Operating Procedures
Accounting Specialist

1   All User Procedures

If your agency has been chosen to use TGAnet and you have been identified as an employee who will need access, your Primary Local Security Administrator (PLSA) or Local Security Administrator (LSA) will need to create you as a user. You must sign the TGAnet "Rules of Behavior" document and submit it to your PLSA or LSA to be granted access to TGAnet. After your user ID has been created, your user ID and password will be emailed to you.

1.1 Initial Sign In

Regardless of your role, you must sign in for the first time in the following manner:
1. Go to https://www.twai.gov/TWAIUPS/user/login.jsp.
2. The system will prompt you to enter your User ID and password.
3. The system will prompt you to enter your password again, and then enter a new password twice (please see the password rules below).
4. When your new password has been accepted, you will be directed to the Treasury User Provisioning Service.
5. Select Update My Secondary Authentication Answers.
6. Enter the answers to the questions provided. (This feature will help you reset your password should you ever forget it.)

1.2 Password Maintenance

To change your password at a later date:
1. Go to https://www.tganet.gov and select the Manage Users menu item.
2. Select Change My Password.
3. Follow the system prompts to change your password.

1.2.1 Password Rules

- You must log into the TGAnet application at least every **90 days** or your access will be inactivated on the 90th calendar day since your last access date. Users that have not accessed their TGAnet account for **120 days** will have their access deleted on the 120th calendar day since their last access date. Users that have their access deleted will need to reapply for access through their organization.

- Must be a minimum of 8 characters

- Must include each of the following:

  - Alphabetic lower-case

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- Alphabetic upper-case
- Numeric character
- Maximum of two repeated characters

- An identical password cannot be reused for 10 successive password changes.

- A user has three consecutive attempts to enter a valid password. After the third attempt, the user is locked out and must answer pre-determined secondary authentication questions or call his or her PLSA, LSA or the TGAnet Treasury Support Center 877-255-9033 for validation of user identity and reset of the password.

1.3 TGAnet Contingency

- Should you have an issue accessing TGAnet, review the contingency document at: http://fms.treas.gov/tganet/related.html and click on the TGAnet Contingency document.

2 Accounting Specialist Procedures

Your primary responsibility as an Accounting Specialist is to maintain the hierarchy of your organization. In addition to the Accounting Specialist role, you may also be assigned Deposit Preparer and/or Deposit Approver or FPA Viewer permissions.

2.1 Initial Agency Setup

During the initial Agency Setup, you must complete the following steps (in this order):
1. Setup your organization hierarchy
2. Enter accounting codes
3. Enter processing options
4. Enter custom labels (optional)
5. Enter user defined fields (optional)

As the Accounting Specialist at the highest level, you are the only user in your organization that can complete this portion of the setup. In addition, an Accounting Specialist may be assigned at a lower level within the organization.

- Accounting Codes
  You must enter accounting codes in TGAnet; you may choose to enter accounting codes manually or import accounting codes into TGAnet.
  - To update accounting codes already entered in TGAnet, modify the accounting codes by selecting Modify from the Accounting Codes menu.

  OR

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- To enter new accounting codes in TGAnet, delete the accounting codes no longer required and import new accounting codes by selecting Import from the Accounting Codes menu. Always ensure that the accounting code being deleted is not involved in any deposits that are in "Draft" or "Awaiting Approval". If you have been assigned the Viewer role, please verify by reviewing View Deposits or contact someone in your agency with the Viewer or Deposit Preparer/Approver role.

You may maintain accounting code mappings to endpoints.
- If your agency elects to map accounting codes to endpoints, Deposit Preparers will only be able to select from the accounting codes mapped to their endpoints during the deposit process.
- If accounting codes are not mapped to an endpoint, that endpoint will inherit the accounting codes from the nearest parent with accounting codes.

- Processing Options
You have the ability to define processing options for your organization. Processing options must first be defined at the highest level of the organization before lower level options are defined.
You must define processing options for the highest level of your organization before deposits can be created.
  - Until Processing Options are defined, deposits can not be created for your organization
  - Processing Options can be defined at any level within your organization.
  - You will have the ability to view the Processing Options by Agency Endpoint report to manage processing options in your organization.

- Custom Labels (optional)
You have the ability to provide custom labels for your organization hierarchy and accounting codes.

- User Defined Fields (optional)
You have the ability to provide user defined fields for Deposit Preparers to enter deposit activity and accounting activity information during the deposit process.
  - If your agency elects to use the user defined fields, you should communicate this to each of your endpoints and identify what information should be included.

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2.2 Ongoing Organization Maintenance

The Organization Hierarchy, Accounting Codes, Custom Labels (optional), Processing Options and User Defined Fields (optional) may be modified after the initial setup as long as there are not deposits in "Draft" or "Awaiting Approval.

- TGAnet will allow the default accounting code, correspondence, transaction history and processing options to be modified when a deposit is in draft or awaiting approval status.
- TGAnet will allow lower level endpoints to be added and/or additional financial institution relationships to be added when there are deposits in draft, awaiting approval or submitted status.

2.3 View Reports

As an accounting specialist for your organization, you have the ability to view business reports in TGAnet.

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